

YELLOWSTONE COUNTY, MONTANA

EOE

POSITION ANNOUNCEMENT

*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Date: April 19, 2016

Class Title: Food Services Coordinator

Department: MetraPark

Salary: \$37,457 - \$46,821 /yr (DOQ)

Grade: F

Union Status: Non-Union

FLSA: Non-Exempt

Hours: Shifts are event driven – 40 hours per week
(Includes weekends, evenings, nights & holidays)

ACCEPTING APPLICATIONS UNTIL 5:00 P.M. ON MAY 6, 2016

Job description available at Human Resources.

FUNCTION:

Full-time position, which is responsible for coordinating operations of concessions/catering and food service delivery at MetraPark events; Prepare and sell over the counter food & beverage items; compliance with food inventory controls, staffing and product costing, food services contract coordination; accountable for cash handling, financial sales records, record keeping and POS systems at MetraPark..

CHALLENGES OF THE POSITION:

- Coordinates the operation of the food/beverage concession operation for an event driven multi-facility;
- Hire, train, schedule and supervises part-time concession/catering staff in the concession operation;
- Maintain an efficient steady workflow by supervising and motivating temporary concession workers;
- Requires prolonged standing, walking, and occasional heavy lifting;
- Ability to work with diverse groups of workers and customers;
- Competency to solve equipment and personnel problems under stressful and time sensitive situations;
- This position is challenged by the nature of an event driven facility and the food service industry.

REQUIRED:

- Associate's degree in Business Administration, Hotel/Restaurant Management, Business Management, or a closely related field; **and** Two (2) years' experience in food service management, business management and/or inventory controls; **or** Bachelor's degree in Business Administration, Hotel/Restaurant Management, Business Management, or a closely related field; **or**
- Any equivalent combination of experience and training totaling four (4) years.

Certifications:

- Valid driver's license issued by the State of Montana;
- Serve Safe Certification within 6 month probationary period.

DESIRED QUALIFICATIONS:

- Knowledge and good understanding of Fast Food handling, preparation, service and health standards;
- Experience with Point of Sale (POS) sales & inventory software; strong financial accounting principles;
- Knowledge of Arena & Fair industry practices & procedures beneficial.

TO APPLY:

Submit by 5:00 pm on May 6, 2016:

- 1. County Application Form**
- 2. Resume**
- 3. Names, addresses and phone numbers of three employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse, PO Box 35041, Billings, MT 59107 or
to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late, incomplete or unsigned applications will not be considered.** Applications are available on line at www.co.yellowstone.mt.gov

NOTE: If position becomes available within 90 days the same applicant pool may be considered.